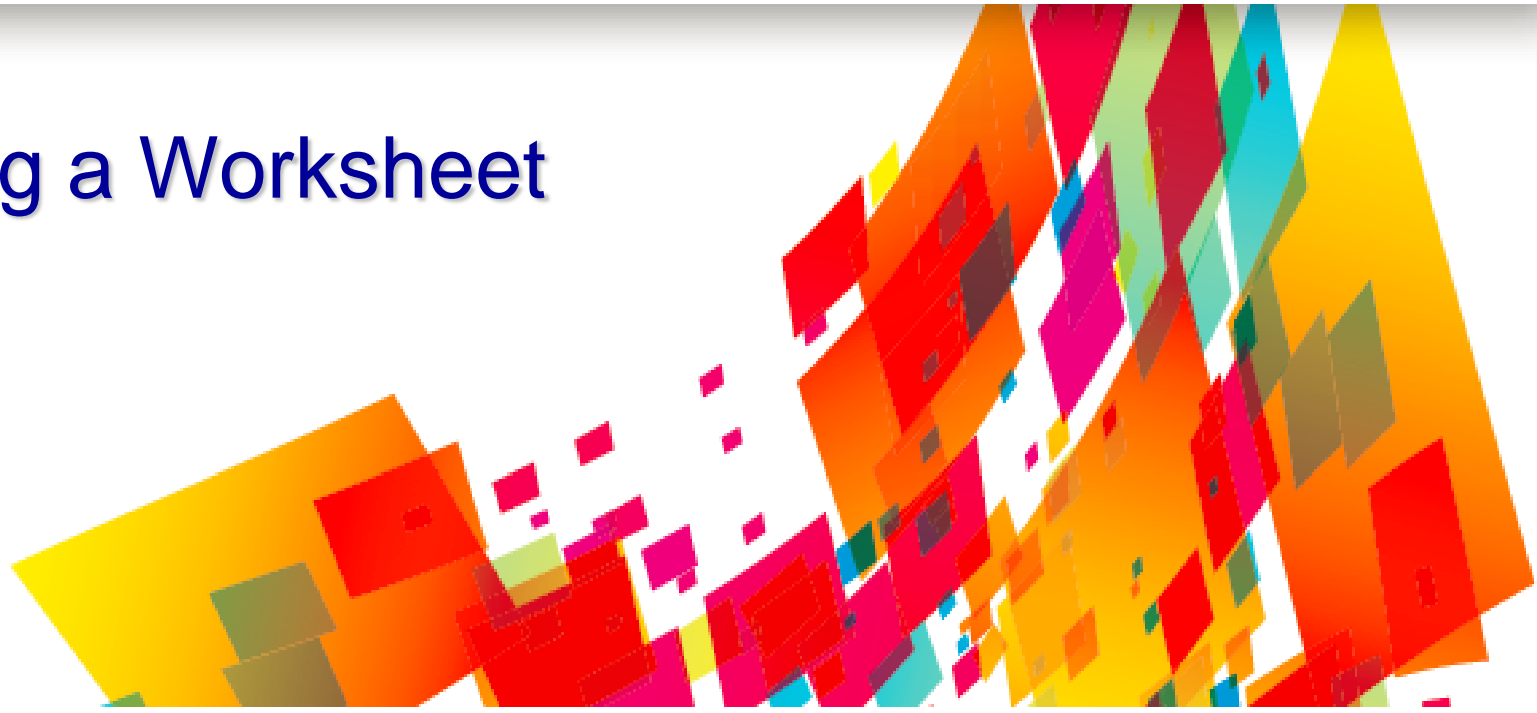# Microsoft® Office 2013

First Course | Second Course | Third Course

Excel 2013
UNIT C

Formatting a Worksheet

Objectives

- Format values
- Change font and font size
- Change font styles and alignment
- Adjust column width
- Insert and delete rows and columns

Objectives

- Apply colors, patterns, and borders
- Apply conditional formatting
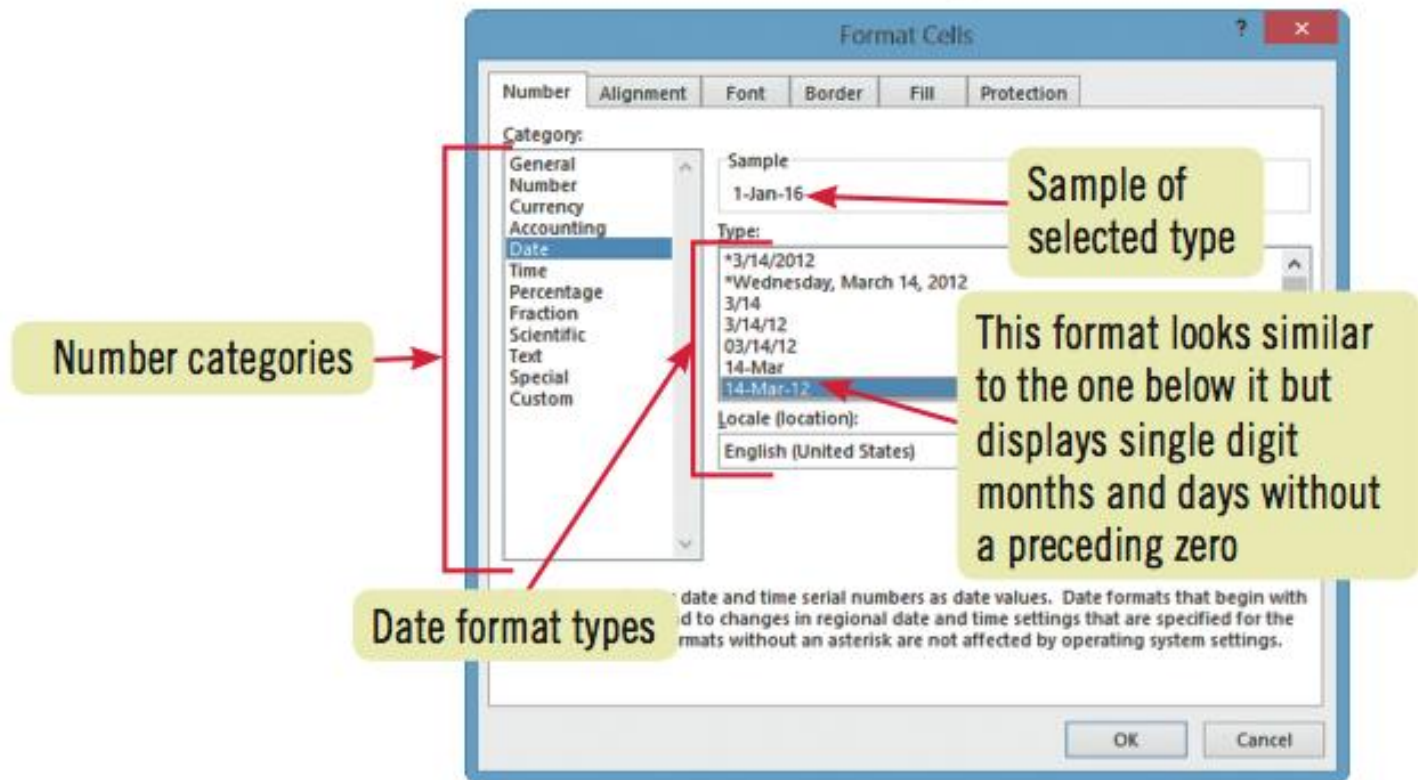- Rename and move a worksheet
- Check spelling

Format Values

- The format of a cell determines how the labels and values look
  - Bold, italic, dollar signs, commas, etc.
- Formatting does not change the data only its appearance
- Select a cell or a range, then apply formatting

Formatting Values

Format Cells dialog box

Change Font and Font Sizes

- A font is the name for a collection of characters with a similar, specific design

- Font size is the physical size of text
  - Measured in points
    - 1 point = 1/72 of an inch

- The default font in Excel is 11-point Calibri

Change Font and Font Sizes

Font list

Change Font Styles and Alignment

- Attributes are styling formats such as bold, italics, and underlining

- Alignment determines the position of data in a cell
  - Left, right, or center

Change Font Styles and Alignment

- The Format Painter allows you to copy all formatting attributes of selected cells and apply them to other cells
  - Use to copy multiple format settings or individual ones
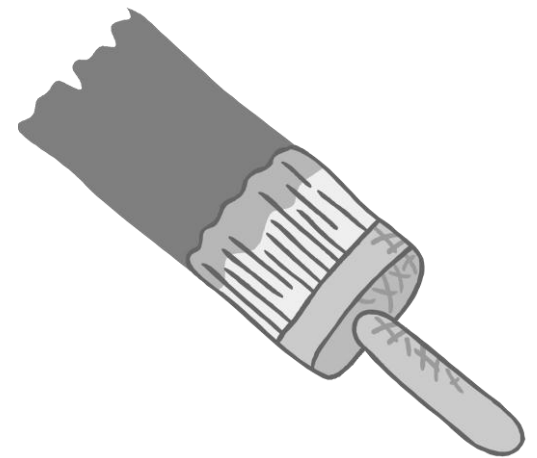
Change Font Styles and Alignment

Worksheet with font styles and alignment applied

Change Font Styles and Alignment

Common font style and alignment buttons

button	description
B	Bolds text
I	Italicizes text
U	Underlines text
	Centers text across columns, and combines two or more selected, adjacent cells into one cell
	Aligns text at the left edge of the cell
	Centers text horizontally within the cell
	Aligns text at the right edge of the cell
	Wraps long text into multiple lines

Adjust the Column Width

- Adjust column widths to accommodate data
  - Default column width is 8.43 characters wide (a little less than one inch)
  - One or more columns can be adjusted using the Ribbon, the shortcut menu, or the mouse

Adjust Column Width

Common column formatting commands

command	description	available using
Column Width	Sets the width to a specific number of characters	Format button; shortcut menu
AutoFit Column Width	Fits to the widest entry in a column	Format button; mouse
Hide & Unhide	Hides or displays hidden column(s)	Format button; shortcut menu
Default Width	Resets column to worksheet's default column width	Format button

Adjust Column Width

Preparing to change the column width

Insert and Delete Rows and Columns

- When you insert a new row, the contents of the worksheet shift down from the newly inserted row

- When you insert a new column, the contents of the worksheet shift to the right of the new column
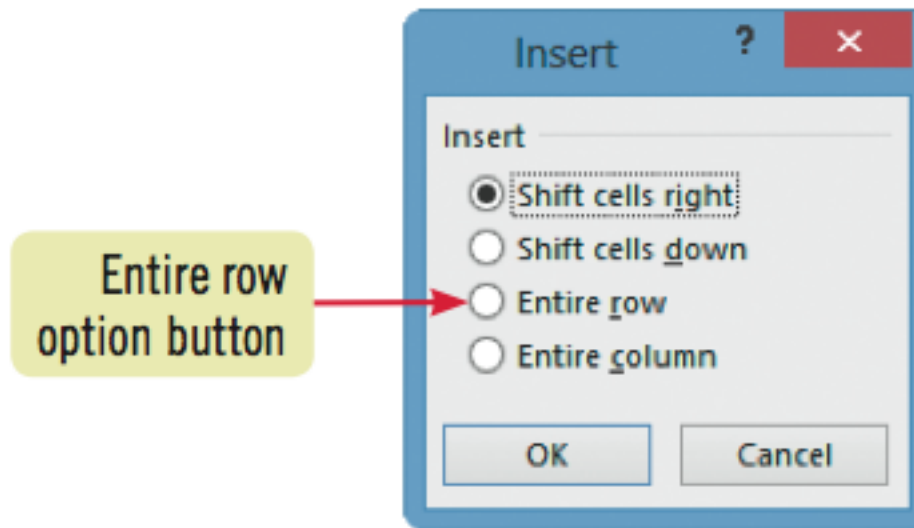
Insert and Delete Rows and Columns

- Excel inserts rows above the cell pointer and columns to the left

- Insert multiple rows or columns by selecting the same number of row or column headings to be inserted

Insert and Delete Rows and Columns

Insert dialog box

Entire row option button

Insert and Delete Rows and Columns

- When you delete a row, the contents of the worksheet shift up

- When you delete a column, the contents of the worksheet shift to the left

- Delete multiple rows or columns by selecting all of the row or column headings to be deleted

Apply Colors, Patterns, and Borders

- You can add enhancements such as colors, patterns, and borders by using:
  - Border and Fill Color buttons in the Font group on the Home tab of the Ribbon and on the Mini toolbar, or
  - Fill tab and Border tab in the Format Cells dialog box

Apply Colors, Patterns, and Borders

- Cell styles are pre-designed combinations of formatting attributes
  - Use the Cell Styles button in the Styles group on the Home tab

Apply Colors, Patterns, and Borders
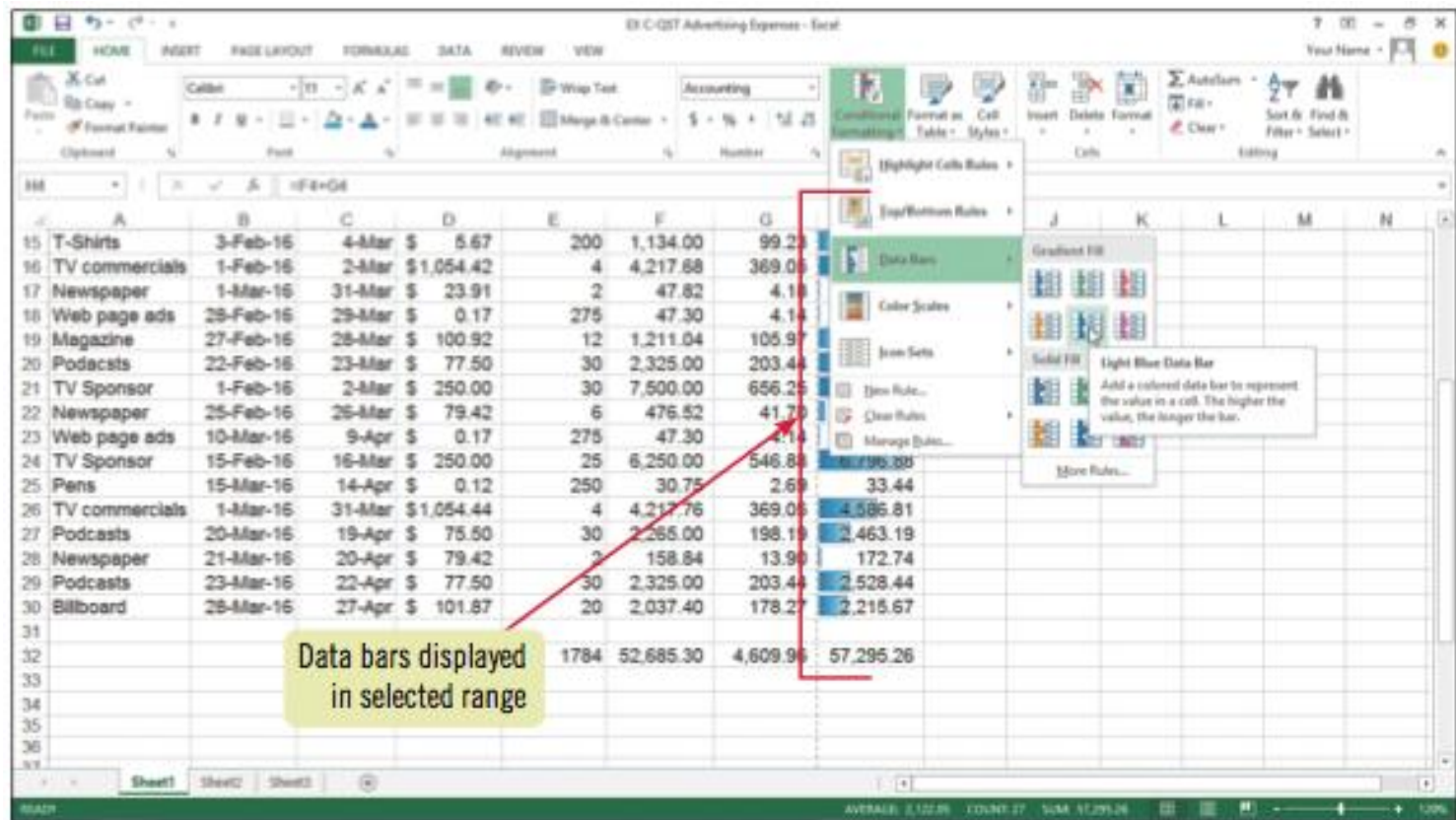
LivePreview of fill color

Apply Conditional Formatting

- Excel can format cells based on specific results
  - Automatic application of formatting attributes on cell values is called conditional formatting
  - Different formats are automatically applied if the data meets conditions you specify
  - Data bars are a type of conditional formatting that visually illustrate differences among values
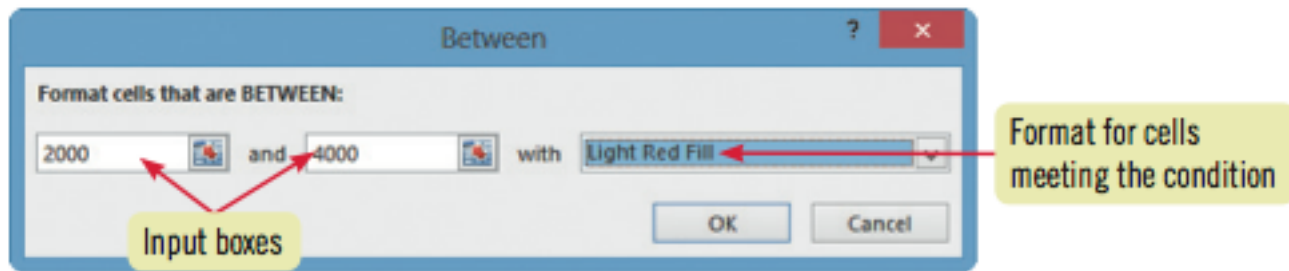
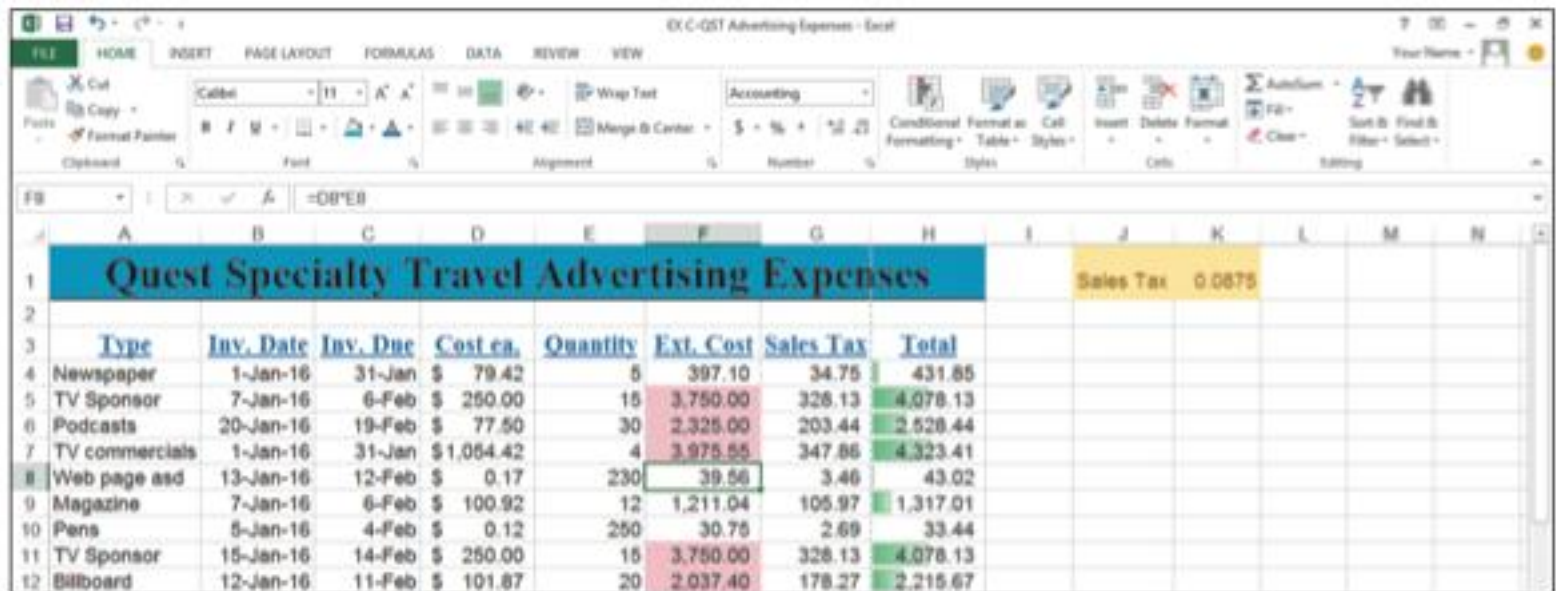# Apply Conditional Formatting

Previewing a data bars in a range

Data bars displayed in selected range

Apply Conditional Formatting

Between dialog box

Between dialog box showing "Format cells that are BETWEEN: 2000 and 4000 with Light Red Fill", with callouts labeling "Input boxes" pointing to the 2000 and 4000 fields, and "Format for cells meeting the condition" pointing to the Light Red Fill dropdown.

Apply Conditional Formatting

Worksheet with conditional formatting

Rename and Move a Worksheet

- By default, an Excel workbook initially contains three worksheets, named Sheet1, Sheet2, and Sheet3

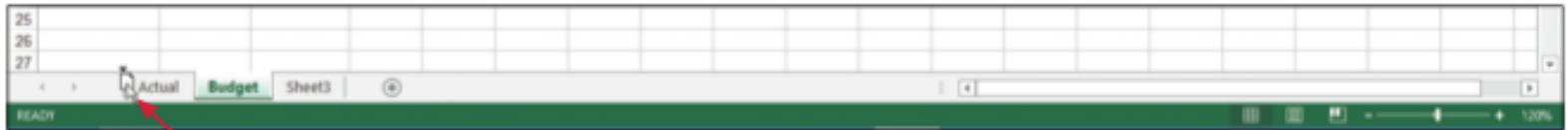- To move to another sheet, click its sheet tab

Rename and Move a Worksheet

- To make it easier to identify the sheets, you can rename each sheet and add color to the tabs

- You can change the order of sheets by dragging the sheet tabs

Rename and Move a Worksheet

Moving the Budget sheet


Sheet relocation pointer

Check Spelling

- Spelling checker scans the worksheet and flags possible mistakes and suggests corrections
  - To check other worksheets in a workbook, display the worksheet and run the spelling checker again
  - Add words that are spelled correctly but are not recognized by the spelling checker

Check Spelling

Spelling English (U.S.) dialog box
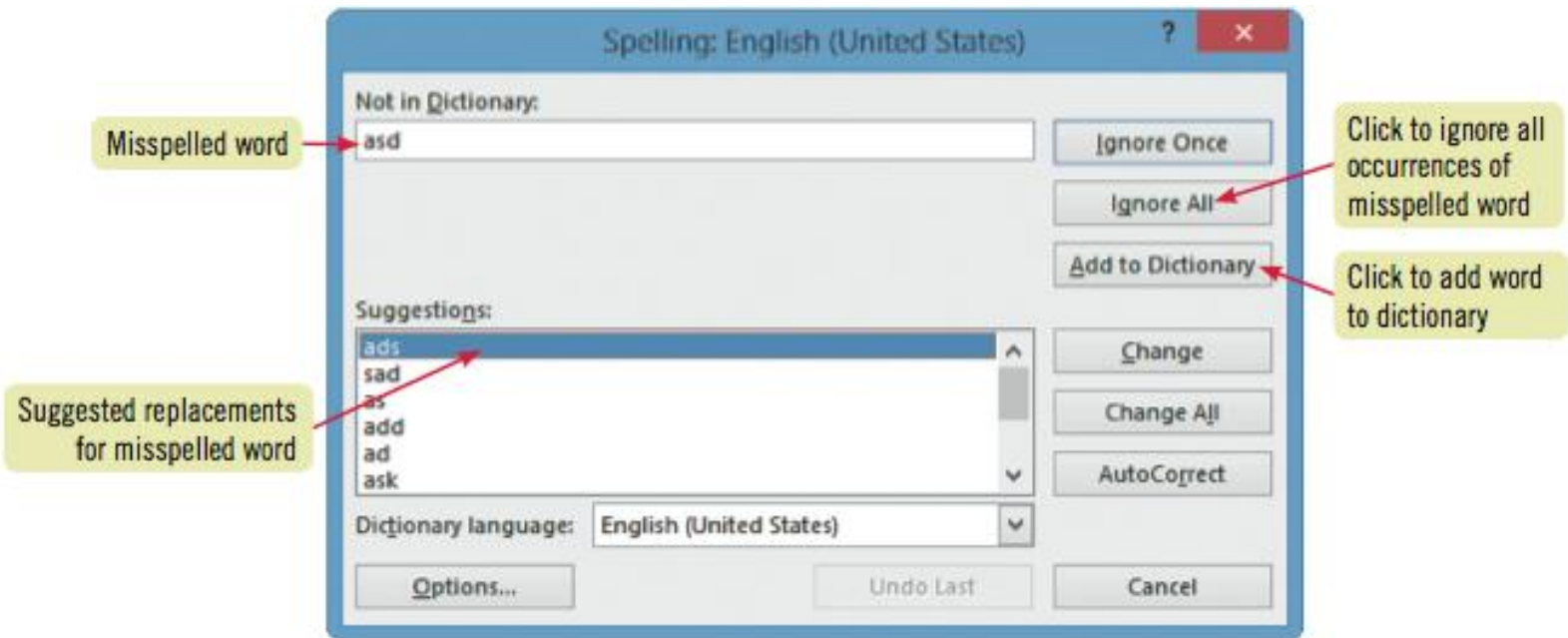
Summary

- Format values
- Change font and font size
- Change font styles and alignment
- Adjust column width
- Insert and delete rows and columns

Microsoft Office 2013-Illustrated

Summary

- Apply colors, patterns, and borders
- Apply conditional formatting
- Rename and move a worksheet
- Check spelling